



Position: Program Manager

Organization: After-School All-Stars DC

Location: Washington DC

Organization Background:

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine academics, enrichment, and health and fitness activities to help build the knowledge and skills children need to succeed, both in school and in life. Founded by Arnold Schwarzenegger in 1992, ASAS is building a national model for after-school program delivery through our 19 chapters, all of which serve nearly 75,000 youth in major urban localities. In our fifth program year in DC, ASAS DC is serving approximately 600 students at seven DC public schools, with potential to expand to more sites in the near future.

A Unique Opportunity:

ASAS is currently seeking an exceptional and dynamic leader as the Program Manager, reporting to the Program Director of DC. The Program Manager's primary responsibilities will include: collaborative oversight of program strategy and expansion, oversight of program operations in collaboration with the Operations Manager, project and partnership implementation, organizational leadership, program staff management (i.e., coaching, professional development, and training) in collaboration with the Program Director, and consistent monitoring of after-school programs.

Program Manager Job Overview:

The **Program Manager (PM)** should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial* and will demonstrate the ability to lead, coach, and train program staff to accomplish established objectives. This position requires flexibility to travel within the D.C. region, excellent relationship-building and collaboration skills, superb organizational skills and attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS.

The PM co-designs, establishes, implements, and reviews program systems and logistics alongside the **Operations Manager** and **Site Coordinator(s)**. Each Site Coordinator oversees the daily management of the after-school program at their assigned school site, including coordinating daily upkeep of the attendance database system, monitoring program flow and structure, maintaining school-based relationships with administrators and teachers, and assisting the PM with the management and training of Program Leaders.

In collaboration with the **Program Director**, the PM also recruits and onboards **Program Leaders**. Program Leaders are the frontline staff that instruct daily programs, oversee classroom management, and implement lesson plans to keep students engaged. The PM collaborates with the Program Director in designing and delivering the appropriate onboarding training and continuous professional development.

The PM is supported by the **Regional Program Manager**, who provides support for strategic planning, professional development and training, program resources, program quality assessment, and maintaining alignment with the National organization's mission and vision.

Responsibilities:

Program Strategy and Program Expansion

- Develop and execute the vision for ASAS's quality programming and expansion in DC in alignment with the Executive Director.
- Oversee and grow quality afterschool programming at program sites.
- Ensure expectations relating to grant objectives and reporting processes are being met.

- Work with the Executive Director and Program Director to develop a plan for building and maintaining relationships with key stakeholders in the DC community.
- Collaborate with the National Evaluation Team to conduct appropriate evaluation to ensure feedback from stakeholders (e.g. surveys of students, parents and partner schools).
- In coordination with the Regional Program Manager and Program Director, assist in the implementation of Youth Program Quality Assessment (YPQA) at program sites.
- Provide training, build culture, and team dynamics across schools' teams in DC, in collaboration and under the guidance of the Program Director.

Program Operations and Project Implementation

- Sustain effective program planning throughout the year that includes session planning, developing student class selections, assisting with and preparing for site visits, ensuring alignment with core program initiatives, as well as coordinating and planning field trips and culminating events.
- Under the guidance and in collaboration with the Program Director, recruit, hire, and train effective Site Coordinators and Program Leader staff and ensure that they are developing high quality, comprehensive after-school programming.
- Assist in conducting regular performance reviews and evaluations for program staff (i.e. Site Coordinators and Program Leaders), as well as scheduled operations checks.
- Work closely with the chapter leadership team to manage successful implementation of the ASAS national model and initiatives
- Serve as a liaison with the school communities and partners
- Advise Site Coordinators on communication with school administration, families and other school staff
- Work with Site Coordinators to develop and understand site budgets
- In collaboration with the Program Director and site leadership, meet or exceed Average Daily Attendance (ADA) goals throughout the year via student recruitment and retention activities, including student voice and choice engagement strategies.
- Assist in ensuring that student records and attendance data are maintained accurately, under the guidance of the Operation Manager.
- Assist Site Coordinators with maintenance of student records and entry of attendance records
- Act swiftly and demonstrate a sense of urgency to identify and solve problems in the implementation of successful programming
- Maintain communication flow with Executive Director, Program Director, Operation Manager, program staff, and schools

Organizational Leadership

- Support the Executive Director with ongoing overall management of ASAS DC in conjunction with the national leadership team and ASAS DC Board.
- Assist in providing ongoing overall management of ASAS DC program budget, in collaboration and under the guidance of the Program Director.
- Work with Executive Director, Program Director, and national team to develop and maintain robust operational and organizational systems for DC chapter.

Development and Marketing

- Attend donor and partner meetings as needed.
- Assist with implementing the fundraising strategy to support the goals, objectives, and activities of ASAS DC.
- Work with colleagues across the ASAS national network to share information, resources, and collaborate on national efforts.
- Ensure that marketing and development efforts are carried out in keeping with the organization's values, mission, vision and plans.
- Travel to off-site meetings, trainings, and events.

- Perform other duties as assigned.

Who should apply?

The Program Manager is a senior level leadership position and is expected to have at least seven years' experience in the field of nonprofit management with demonstrated success in program and organizational oversight. Strong written and oral communication skills are essential. An understanding of the local non-profit, education landscape in DC is preferable. Must clear DOJ & FBI Livescan and tuberculosis test. An undergraduate degree is required. *This position is ideal for a non-profit leader with a passion for building an organization. Candidates living in the DC area encouraged to apply.*

Salary and Benefits:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, and vision.

How to apply:

Please submit a resume and cover letter via e-mail to: asasjobs@as-as.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "Program Manager, Washington DC" and your last name in the subject heading.